

CITY OF BURBANK

ASSISTANT PUBLIC WORKS DIRECTOR/TRAFFIC ENGINEER

DEFINITION

Subject to administrative determination of policy to plan, organize and direct the Traffic Division of the Public works Department; and do related work as required.

ESSENTIAL FUNCTIONS

Directs and implements goals, objectives, and policies; plans, assigns, coordinates, and directs traffic engineering and field activities for the promotion of safety and elimination of congestion; plans and supervises the making of traffic studies to determine the need and justification for traffic control devices; recommends traffic control for new developments and at construction sites; prepares plans, specifications and estimates of traffic control installation and makes recommendations on specific and relative needs; administers City-owned parking areas; develops traffic signal control systems and timing plans; coordinates with the Police Department on the placement and special duties of traffic officers; determines nature of traffic markings and channelization needed; recommends materials to be purchased for traffic engineering activities; advises and informs public on traffic control problems by answering inquiries and speaking before interested groups; analyzes traffic accident reports and investigates hazards; determines type and location of safety light installations; administers traffic related contracts and agreements; represents the department in traffic matters at meetings and consults with other departments and divisions relative to the planning for street systems; confers with superiors on policies, strategies and programs; designs special signs for traffic control; oversees related capital projects and work program items; assists in budget preparation, expenditure control; and record-keeping; coordinates traffic routing on City streets; drafts and recommends traffic regulations; when requested, advises on private parking areas; reviews all street and intersection designs as to their safety and operating aspects; effectively supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary actions as needed, up to and including termination; department liaison to Traffic and Transportation Committee and other committees as assigned; attends City Council and other evening meetings as directed; acts as the Public Works Director as directed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the principles and practices of traffic engineering and control; civil engineering principles and design; traffic laws and regulations; traffic control devices.
- Ability to – organize and conduct traffic surveys and analyze traffic problems; meet established deadlines; prepare and monitor contract documents; read and interpret engineering plans; effectively plan, lay out, administer and coordinate the work of office and field personnel; prepare and present budget estimates and comprehensive reports; coordinate, supervise, and evaluate the work of others; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, bargaining groups, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Science degree from an accredited college with major work in civil or traffic engineering. Six years' professional traffic engineering experience, including two years' experience in a supervisory or administrative traffic engineering capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer and/or Traffic Engineer with the California State Board of Registration for Professional Engineers.

SUPPLEMENTAL INFORMATION

None.

Rev. 06/24/08

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Civil Service Exempt
FLSA Exempt